

**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF FLORIDA**



CAREER OPPORTUNITY ANNOUNCEMENT

Position Title: **Division Manager**
Vacancy Number: 21-10
Location: Pensacola, Florida
Closing Date: Open Until Filled
Salary Range: CL 28 – 29 (\$61,988 – 119,818) *
**Starting salary commensurate with work experience, education, prior/present pay history, and previous federal court experience.*

POSITION OVERVIEW

The Clerk of Court for the United States District Court for the Northern District of Florida is seeking qualified applicants for the full-time position of Division Manager.

This is a professional, managerial position with primary responsibility for the oversight, supervision, and administration of the Pensacola and Panama City divisional offices of the court. The position performs supervisory work related to the full range of court operations including, but not limited to, case administration, jury administration, courtroom support, records and mail management, financial administration, judicial support, staff development, and customer service. This position is responsible for insuring court policies, procedures and practices are uniformly implemented within the Pensacola and Panama City divisional offices. While based in the Pensacola division of the court, travel to the Panama City division, as well as the other two divisions of the court will also be required.

REPRESENTATIVE DUTIES

- Supervise personnel involved in divisional office operations, including assigning and reviewing work, evaluating performance, and recommending personnel actions; assist in developing work standards; supervise, delegate, and prioritize workload; implement staff procedures and conduct staff meetings; identify issues and resolve disputes; maintain accurate documentation, statistics, and employee records.
- Oversee all functional components of the divisional clerk's office, including intake, docketing, new case openings, records, appeals, court reporting, naturalization and other court ceremonies, jury, finance, and chambers support.
- Coordinate with the court's Financial Administrator regarding maintenance, supervision, and accountability for all on-site financial functions.
- Develop, implement, and monitor operational, administrative, and managerial procedures, practices, systems, and techniques including those governing trial schedules. Monitor and oversee

records maintenance, storage, control, release, and certification of official records. Perform management of physical resources.

- Supervises jury and juror processing, procedures, and administration including processing juror and non-selected juror payments.
- Assist the Clerk of Court and Chief Deputy in defining and creating long and short-term goals regarding the efficient function of the divisional offices; implement and monitor strategic plans for the accomplishment of goals.
- Participate in budget preparation; verify specific needs and costs; recommend changes or adjustments; and conduct periodic budget reviews for the office.
- Work closely with other court management on information technology, space and facilities, training, and human resources matters impacting the divisional offices. Ensure employees receive process and procedural systems training, including initial, updated, or remedial training.
- Communicate and respond to management requests regarding operations; answer procedural questions for judges, staff, attorneys, and the public; provide customer service to resolve difficulties while complying with regulations, rules, and procedures.
- Comply with the *Guide to Judiciary Policy*, the *Human Resources Manual*, applicable Administrative Office policies and procedures and internal controls guidelines; adhere to procurement procedures, policies, and practices. Abide by the *Code of Conduct for Judicial Employees*; always demonstrate sound ethics and good judgement; and handle confidential and sensitive information appropriately.
- Perform other duties as assigned.

MANDATORY QUALIFICATIONS

The successful candidate must possess:

- At least three years specialized experience, defined as progressively responsible administrative, technical, professional, supervisory, or managerial experience that provided an opportunity to gain:
 - Skill in dealing with others in person-to-person work relationships;
 - The ability to exercise mature judgement; and
 - A thorough knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the clerk's office.
- At least one year of experience at or equivalent to the next level below the level of the position for which the individual is being considered.
- A high school diploma, or the equivalent.
- Excellent communication and interpersonal skills displaying an ability to communicate effectively with a wide variety of individuals including members of the public, peers, executives, and judges.
- Strong computer skills and a demonstrated commitment to the use of technology to increase efficiency and further the mission of the court.
- An ability to travel overnight.

PREFERRED QUALIFICATIONS

- A bachelor's degree from an accredited college or university in the field of public administration, business, law, political science, criminal justice, management, or other related academic discipline.
- Experience in a federal or state court system or other business or legal field requiring the interpretation, application, and knowledge of complex rules, procedures, and statutes.
- Demonstrated ability to lead with vision, articulate priorities, develop staff and drive organizational excellence.

- Skill in assigning, prioritizing, monitoring, and reviewing the work of others; mentoring and training employees with varying educational backgrounds and aptitudes; skill in issue identification and problem resolution; and an ability to act independently.
- Ability to apply knowledge of supervisory and employee management principles; demonstrated use of mediation and problem-solving skills when managing conflicts in the workplace.
- Ability to consistently demonstrate sound ethics, excellent judgement, and a positive attitude.
- Ability to communicate effectively, both orally and in writing, with individuals and groups with varying levels of education and background.
- Ability to multi-task, adapt, and lead in a changing work environment.

EMPLOYMENT INFORMATION AND BENEFITS

Judiciary employees serve under excepted appointments (not civil service). Employees of the United States District Court are "at will" employees and are required to adhere to the *Code of Conduct for Judicial Employees*, which is available to candidates for review on our website at www.flnd.uscourts.gov. Judiciary benefits include paid vacation, sick leave, paid holidays, health and life insurance, long term care insurance, a flexible benefits program, retirement plan, and a portable savings plan with matching contributions.

APPLICANT INFORMATION

To be considered, an applicant must be a U.S. citizen, U.S. National, or qualify under the Appropriations Act citizenship exemptions. Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposits. This position is classified as a high-sensitive position; therefore, the successful applicant will be required to submit to a background clearance, which will include a criminal history and FBI investigation. The applicant selected for this position will be hired provisionally pending successful completion of the background investigation. Retention will depend upon a favorable suitability determination following the investigation.

Qualified applicants should submit a resume including salary history, a completed application form AO-0078 (available at www.flnd.uscourts.gov), and a list of three professional references to:

Attn: Vacancy Announcement 21-10
Northern District of Florida
Office of the Clerk of Court
One North Palafox Street
Pensacola, Florida 32502

Applications may also be submitted electronically to Andrea.Zern@flnd.uscourts.gov. This position is open until filled.

The court reserves the right to change or withdraw this vacancy announcement at any time without notification to applicants.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER